



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
FINANCIAL ANALYST
(COMPREHENSIVE SERVICES ACT)
HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for researching, developing, and disbursing Comprehensive Services Act (CSA) funds. Reports to the Comprehensive Services Act Coordinator.

ESSENTIAL JOB FUNCTIONS

Researches and compiles data, performs financial analysis of trends and funding costs; processes and issues purchase orders for approved funded services and payments for CSA, Foster Care or related programs services and purchases.

Performs database management and budget monitoring in tracking expenditures and revenues for related programs; receives refunds and co-payments for services and purchases provided from the client's family, vendor and state; performs reconciliations to ensure that invoices generated from related activities and programs are recorded accurately and in a timely manner; and researches discrepancies and takes proper steps to resolve matters.

Maintains detailed records of transactions, checks issued, encumbrances and related information; reviews and comments on funding approval and denial letters; and records approvals pending receipt of information.

Reviews purchase orders, reports, and invoices and updates appropriate computer application systems; sends copies of applicable invoices to the appropriate unit for services that can be paid with Title IV-E or eligible funds; compiles and prepares detailed financial and statistical reports, correspondence, and brochures; and forwards reports to Finance with the proper accounts to be charged.

Determines eligibility of clients and appropriate payments for related services; responds to inquiries regarding Foster Care program funding; and provides information to Human Services staff regarding appropriate funding streams.

Remains abreast of applicable legislation that impacts programs and funding; develops and facilitates workshops and trainings for departmental staff regarding local, state and federal regulations and guidelines pertaining to the Comprehensive Services Act, Foster Care or related programs.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Accounting - Knowledge of general accounting principles to include fund accounting, financial computations, statistical and financial analysis and forecasting techniques. Knowledge of basic budgeting principles and practices and multi-faceted accounting application systems.
- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Judgment/Decision Making - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.

REQUIRED ABILITIES

- Communication - Excellent ability to communicate ideas and proposals effectively to diverse audiences to include preparing and conducting training, preparation of reports, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing.
- Financial Management - Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Business Administration, Public Administration, Finance or a closely related field and 3 - 5 years of progressively responsible financial management experience or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.